

**Local Education Agency Medi-Cal Billing Option Program
Ad Hoc Workgroup Meeting
October 2, 2013 Meeting Minutes**

Location: Natomas Unified School District (USD)

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|-----|-----------------|--|
| 1. | Rick Record | DHCS, Safety Net Financing Division (SNFD) |
| 2. | Cheryl Ward | DHCS, SNFD |
| 3. | Angelia Johnson | DHCS, SNFD |
| 4. | Renzo Bernales | California Department of Education (CDE),
Special Education |
| 5. | Martin Alvarez | DHCS, A&I Financial Audits Branch (FAB) |
| 6. | Anne Heard | DHCS, A&I Medical Review Board (MRB) |
| 7. | James Monroe | DHCS, A&I MRB |
| 8. | Leah Downing | DHCS, A&I MRB |
| 9. | Michelle Cowart | Contra Costa County Office of Education (COE) |
| 10. | Lisa Chaney | Fresno COE |
| 11. | Diane Torna | Fresno USD |
| 12. | Sherry Purcell | Los Angeles USD |
| 13. | Margie Bobe | Los Angeles USD |
| 14. | Laura Baynham | Mendocino COE |
| 15. | Tracy Cole | Natomas USD |
| 16. | Jeremy Ford | Oakland USD |
| 17. | Cathy Bennett | Sacramento City USD |
| 18. | Sheri Coburn | San Joaquin COE |
| 19. | Janice Holden | Stanislaus COE |
| 20. | Gloria Eng | Navigant Consulting, Inc. |
| 21. | Kerry Chang | Navigant Consulting, Inc. |

Handouts

Each participant was emailed an electronic copy of the following: Workgroup Meeting Agenda, August 2013 Meeting Minutes, August 2013 Workgroup Breakout Session Summary and Results, October DHCS Status Update Summary, and LEA Workgroup Breakout Group Instructions and prep materials.

Purpose

The meeting was convened by DHCS. The purpose of the Workgroup is to improve the Local Educational Agency (LEA) Program. The emphasis of the meeting is to strategize various goals and activities aimed at enhancing the Medi-Cal services provided on school sites and access by students to these services, while increasing federal reimbursement to LEAs for the cost of providing these services.

Review of Meeting Minutes

The Workgroup reviewed the August meeting minutes. SNFD will make a minor update to the minutes and they will be posted on the LEA Program website.

**Local Education Agency Medi-Cal Billing Option Program
Ad Hoc Workgroup Meeting
October 2, 2013 Meeting Minutes**

Special Education Division of the California Department of Education (CDE) Updates

- Behavior Intervention Plan (BIP)
 - Recent legislation (Assembly Bill 86) has made some changes to requirements of BIPs that essentially align state statutes to Federal requirements.
 - Special Education Division is drafting communication to SELPAs and LEAs regarding the legislation and the changes included.
 - The changes do not appear to directly affect the LEA Program.

DHCS A&I Updates

- A&I is on track to complete all CRCS audits for the FYs 2006/07, 2007/08 and 2008/09 by the end of the calendar year.
- A&I is following up with LEAs that have not submitted a CRCS report in FYs 2006/07, 2007/08 or 2008/09.
 - The Workgroup discussed that the FY 2006/07 and 2007/08 Interim Reimbursement and Units of Service Report (IRUS) posted on the LEA website only include the updated information for treatment services. This may confuse LEAs when completing their CRCS reports.
 - LEAs may email SNF at LEA@DHCS.CA.GOV to request their FY 2006/07 and 2007/08 IRUS reports
- A&I will be concurrently reviewing FY 2009/10 and FY 2010/11 CRCS submissions; each CRCS will be audited independently.

DHCS SNFD Status Updates

Year of Program Integrity

- SNFD is establishing this year as the 'Year of Program Integrity'.
- The goals are to evaluate the LEA Program; analyze program weaknesses/barriers and opportunities; capitalize on the strengths and improve compliance.
- The Workgroup agreed that this is a good charge for SNFD and the Workgroup.

2012/15 PPA - 2011/12 Annual Report Process (due 10/10/13)

- SNFD has received 49 PPA/Annual Reports to date. Of these, 26 are approved, 22 require corrections and one is new to the program.
- SNFD is currently reviewing the PPA/AR submissions and will send an email to LEAs notifying them if the reports have been accepted or require corrections.

Targeted Case Management (TCM) Labor Survey (due 10/10/13)

- SNFD is currently reviewing the TCM Labor Survey to ensure current and accurate information.

**Local Education Agency Medi-Cal Billing Option Program
Ad Hoc Workgroup Meeting
October 2, 2013 Meeting Minutes**

- SNFD is aware that the Program Cost Data Report (J380) is no longer provided by CDE. LEAs may leave the school administration overhead rate blank since the information is not available via CDE (the percentage does not make a material difference on the outcome of the TCM rate).
- Questions can be directed to LEA@DHCS.CA.GOV.

2011/12 CRCS (due 11/30/13)

- CRCS forms and additional guidance are posted on the LEA website.

2011/12 LEA Quarterly Reimbursement Report (includes cumulative FY to date)

- The LEA Quarterly Reimbursement Reports are posted on the LEA website.
 - LEAs can download Quarter 1 (July – September); Quarter 2 (October – December); Quarter 3 (January – March); and Quarter 4 (April – June).

Provider Manual Updates

- Provider Manual updates address PPA/AR, CRCS, trained health care aides, patient confidentiality requirements and the medical necessity definition. These updates were published on 9/16/13.
- SNFD is preparing to post an updated searchable PDF file of the entire LEA Provider Manual.

Freedom of Choice PPL

- PPL 13-011 dated 9/13/13 is published.

LEA Program FAQs

- LEA Program FAQs are updated and were posted by topic area on the LEA website on 9/17/13.
 - <http://www.dhcs.ca.gov/provgovpart/Pages/LEAFAQs.aspx>

LEA Fall Training

- LEA Program Fall Updates Training on 9/17/13 had 442 attendees.
- The training webinar and PowerPoint are posted on the LEA website.
 - <http://www.dhcs.ca.gov/provgovpart/Pages/2013LEA.aspx>
- Training FAQs are under review by SNFD and NCI.
- The Workgroup discussed the LEA update training and provided feedback to SNFD and NCI.

Reimbursement of Over Collection of 1% A&I and 2.5% SB 231 Withholds

- Timing of reimbursements to LEAs is yet to be determined.
- SNFD is working with Xerox to determine how to distribute reimbursements without applying withholds.

**Local Education Agency Medi-Cal Billing Option Program
Ad Hoc Workgroup Meeting
October 2, 2013 Meeting Minutes**

LEA End-of-FY Checkwrite Hold

- SNFD has submitted an inquiry with Fiscal Management to determine if the two-week checkwrite hold can be reduced in future years.

Data Use Agreement (DUA) – Attachment F (Part I and Part II)

- DUA Attachment F (Custodianship Amendment to the Data Use Agreement) was added to the Eligibility Verification section on the LEA website on 9/17/13 and required further clarification.
- Attachment F - Part I is required if there is a change in custodial entity (vendor) and requires signatures of the Custodian of Files (vendor) and the designated LEA contact.
- Attachment F - Part II is required if the custodial entity (vendor) changes contact information or custodial contact and requires signature of Custodian of Files (vendor)
- Attachment F Parts I and II, and updated Instructions will soon be posted on the LEA website and will replace the current Attachment F.
 - Once posted, LEAs will receive an email notification.

Telehealth

- Medi-Cal Provider Manual AB 415 Telehealth update was published on 9/16/13.
- SNFD and NCI attended a training webinar for current providers to understand how to bill for services provided via Telehealth on 9/26/13.
- Medi-Cal Telehealth webpage was launched:
 - www.dhcs.ca.gov/provgovpart/Pages/Teleheahtl.aspx
 - Links to external resources
 - Training PPT
 - FAQs
- SNFD will add the Telehealth section to the LEA Provider Manual.
- SNFD and NCI will work with FICOD/Xerox to update the rate table with the GT modifier.

Trained Healthcare Aide (THCA) FAQs

- FAQs covering diabetes tasks FAQ (Q 11) and continuous monitoring FAQ (Q 10) are posted on the LEA website:
 - <http://www.dhcs.ca.gov/provgovpart/Documents/ACLSS/LEA/FAQs/Nursing%20and%20Trained%20Health%20Care%20Treatment%20FAQs.docx>
- The documentation requirements FAQ is being reviewed and is not yet posted.

LEA Round Table Meeting

- NCI conducted the first round table meeting in Oakland on 9/9/13.
- Future round table meetings are to be determined. NCI is preparing for a potential Southern California meeting at the end of October/early November.
- SNFD will continue to encourage LEA Workgroup participation at the round table meetings to provide insight and LEA perspective.

**Local Education Agency Medi-Cal Billing Option Program
Ad Hoc Workgroup Meeting
October 2, 2013 Meeting Minutes**

Workgroup Breakout Session

The goal of the Workgroup breakout sessions is to brainstorm challenges and barriers in smaller workgroups, and use combined expertise to provide guidance to DHCS and suggest planning and solutions.

- Workgroup members split into three groups to discuss two topics: 1) Assess the 2009 Self Audit Checklist, update the relevant content areas and determine how the information should be presented/communicated to LEAs and 2) Identify the goal of an LEA audit “tool-box” and what meaningful information would be included to assist LEAs.
- Each group was provided a flip chart and pens to document their breakout topics and goals of the topic. The groups then presented their potential breakout topics to the larger group. DHCS will review the information and recommendations.

Next Meeting

- Wednesday, December 4, 2013 10:30am-4:00pm at Natomas USD